

**TOWN OF COVENTRY HOUSING AUTHORITY**  
**MINUTES**  
**MARCH 18, 2015**

**1. Roll Call**

The meeting was called to order at 4:30 by the Vice Chairman, David Jervis and the following commissioners were present: Maurice DeGraide, Rosalie Jalbert and Rebecca Parenteau. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

**2. Approval of Minutes**

Motion was made by Commissioner Jalbert and seconded by Commissioner DeGraide to accept the minutes of the February 18, 2015 meeting as presented. Motion carried with all in favor.

**3. Approval of Treasurer's Report**

Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to accept the Treasurer's Report as presented. Motion carried with all in favor.

**4. Director's Report**

## **Projects**

**Julie is procuring two options for the replacement of security camera equipment and she will submit an application to the HUD Safety/Security grant by March 20th.**

**NRT building main-front/rear entrance doors; painting in the Spring**

**Main Office sign - complete in Spring**

**Specs are being updated for the common area floor replacement at Buildings 1, 4, 7 and 8 at North Road Terrace**

**Pending: HUD REAC inspections 4/22-23**

**Vacancies (as of 2/28)**

**Public Housing 0**

**Management Portfolio 6 (2 units have been leased as of 3/10)**

## **General**

**There was a major ice dam at the rear of Building 5 at NRT which caused water damage to a second floor unit. Ceilings in bedroom and living room are falling off and water is dripping heavily into the unit. The tenant was away for over a week and had not notified the office. They found and reported this upon their return.**

**Simultaneously, ceiling water damage began in the first floor unit below as well as minor ceiling damage in the other**

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**rear, second floor unit. A roofing contractor was called to clear the snow and ice and the water leaking has stopped at this time. The tenant has contacted their insurance company and the Housing Authority has put in a claim as well.**

**Two second floor rear units of Building 6, NRT also had damage from ice damming. Building 3, second floor rear units had water stains, but no active leak and the back hall of Building 1 had water with paint peeling off the wall.**

**Julie walked the property with the roofing contractor and assigned the buildings/roofs that he needed to clear. Following the clearing of the snow/ice, a roof inspection will take place to determine any damages and the work of ceiling repairs will begin. An outside contractor will be brought in to the first affected unit as walls, etc. will need to be dried out.**

**The State of Rhode Island is still compiling expense data related to Blizzard Juno to determine if they will be eligible for federal reimbursement. The Housing Authority submitted their data with a total cost of \$27,637.12 for all properties.**

**SEMAP (HCV) and FASS (unaudited financials) have all been submitted to HUD. Housing authorities no longer submit the PHAS report on the public housing programs.**

**There have been a few minor roof leaks at Building 5 at NRT and Building 2 at JOH. As snow melts, tenants will keep the office posted on any further stains/leaks.**

**The Spring work list is growing and Julie anticipates adding to the list as soon as all the snow melts. The priority of addressing this work will be reflective of the REAC inspections scheduled for 4/22-23.**

**There is one maintenance staff person out on worker's comp from a slip and fall on the ice.**

**The utility tracking with WegoWise is 90% complete. All National Grid data is complete and pulled into the system on a monthly basis. The last remaining step is the inclusion of the data from the gas/electric supplier - Direct Energy, which should be completed by mid-March.**

**Julie has been disposed once again to appear on May 12th for the continuing case of the insurance company attempting to subrogate the fire alarm claim to National Grid.**

**The long awaited Administrative Fee Study report is due out in March or April. Julie is awaiting this but understands that regardless of**

**what the fee earned should be, the Authority is at the mercy of appropriations.**

**There are currently two RI Senate bills introduced that affect housing authorities:**

**Bill #435 - requires prospective elderly, but not disabled tenants for federally subsidized housing to get an FBI criminal records check. Currently, as part of the application process for prospective tenants, housing authorities request the division**

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**of criminal identification in the department of the attorney general conduct a criminal records investigation of prospective tenants. The division of criminal identification shall not assess a fee for providing the service. This is a state-wide check. This legislation looks to broaden that check to the national level, still with no fee.**

**Bill #5256 - prohibits smoking in any area, including dwelling units of any building owned or operated by a city or town housing authority. This bill has been sent to committee for further study.**

**PHARI President, Jim Reed, sent correspondence to HUD on behalf of**

**the RI Housing Authorities requesting administrative and regulatory relief as discussed over two years ago. Attached is the Department's response.**

#### **A. Maintenance Report**

**Work orders are put together quarterly that address areas of REAC inspections. Ron reported that the snow and cold weather have taken a toll on roads and sidewalks.**

#### **B. Public Housing Report**

**All units are leased. Julie reported that the Housing Authority's oldest resident passed away in the past week at 98 years old.**

#### **C. HCV Leasing Report**

**Julie reported that she listened to a webinar regarding 2015 funding for the program. The Authority will get funded at 100% with a 1% inflation factor. HUD is not allowed to offset appropriations with from that set cap. Currently at 100% lease-up.**

**Discussion held regarding medical marijuana cases. Julie reported that the Authority has none but she attended the New England Affordable Housing Management Association of RI quarterly meeting which HUD was also at. She said that in the new update, HUD's position was to review it on a case by case basis.**

#### **D. Management Portfolio Report**

**The Authority has gone through a few vacancies. Rent collections are going well.**

#### **E. Resident Service Coordinator Report**

**The Wii Challenge and the community movie were cancelled because of icy conditions. Deirdre attended training sponsored by the RI Service Coordinator Collaborative on Smoke Free Housing.**

**Julie said that more resident meetings regarding the importance of reporting anything that is seen and believed to be a problem.**

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#### **F. Family Self Sufficiency**

**Citizens Bank will be doing a series of presentations, which include “Budgeting for a Better Life” in March, “10 Steps to Digging out of Debt” in April and then CPR will be offered in April.**

**Julie said that the Authority received an email from HUD for the USDA for a summer meal program that would provide meals for kids. After**

checking it out, they would be excited to have a site in Coventry. This is still in the works but if it goes through, it would be done at either Crossroads or The Meadows. It would be available every day but the Authority is looking to do a few days per week to try it out because a volunteer would have to be there when this is going on. A survey was sent out to the family properties and the HCV program to see what meal would be best. If selected as a site it would be available to all children in the community and it would begin the Monday after school closes and would run until the Friday before school opens.

5. Correspondence - notes from tenants commending maintenance for snow removal work

6. New Business

A. PHADA Annual Convention

This conference is being held in San Francisco and Julie is recommending to the Board approval for one staff person to attend as the sessions are informative and timely. Costs for the conference can be accommodated within the budget. Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to send whoever Julie recommends. Motion carried with all in favor.

7. Open Discussion



**Commissioner Jalbert said that she received notification for the NERC Conference and she suggested that reservations be made early in order to get better accommodations.**

## **8. Adjournment**

**There being no further business to discuss, motion was made by Commissioner DeGraide and seconded by Commissioner Parenteau to adjourn. Motion carried with all in favor.**

**Gail T. Woodward**

**Recording Secretary**

**3/31/2015**